
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: June 14, 2002

CALATERS LETTER #02-003

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: PAT QUINN, CalATERS Training Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: USER INSTRUCTION REVISIONS

The following instructions, available on the CalATERS web site, have been revised to reflect program changes which took effect May 28, 2002 when CalATERS was upgraded to version 1.0.6.0:

<u>Instruction</u>	<u>Role Affected</u>
New User Registration	All Roles
Update Your Profile	Employee
Work Queue	All Roles
Sign In Procedures and Access Problems	Help Desk
Link to Instructions	Help Desk
Standard Reports Index	Reports Administration
How to Access CalATERS Reports	Reports Administration

Revision dates are included on the first page of each set of instructions and lines in the right margin indicate where changes were made. For a comprehensive list of all instructions available on the CalATERS web site (including a list of revision dates), click User Instructions, Help Desk tab, [Link to Instructions](#).

If you have questions or if you experience any problems accessing or printing instructions, please contact your Department CalATERS Help Desk and reference this CalATERS Letter. Thank you.